**Basic Business**

**April 20-24**

**What you will need:**

Workbook: *Keeping Financial Records*

Chapter 9 packet

Pen/pencil

Calculator

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 4/20** | **T 4/21** | **W 4/22** | **Th 4/23** | **F 4/24** |
| Check your GRADES in TeamsWatch the Video Lesson for Job 45 Completing Using a Sales Journal pg. 354 TB/pg. 371 WB | Complete Problem 45-2 | Post to Discussion Board in TEAMS (read instructions below) | Watch the Video Lesson for Job 46 pg. 360 TB/pg. 364381 WB | Complete Problem 46-3  |
| **Use the boxes below to CHECK when above task is completed** (optional)**:** |
|  |  |  |  |  |

**What you will learn:**

How to keep records for Accounts Receivable Clerks.

**How you will complete your work:**

**Check your GRADES in Teams**

1. Select your class > Select GENERAL >
2. From a computer: You will see TABS across the top > Select GRADES
3. From your phone: You will see Posts, Files, More > Select MORE > Select GRADES
4. Reflect on your effort, participation, and understanding of class. Send me a “CHAT” if you would like to discuss your grades and participation.
	1. From a computer: It will be on the left hand side above “Teams”
	2. From your phone: It will be along the bottom under your list of Teams classes

**WATCH VIDEO LESSON and Complete Problems stated in calendar above**

1. In TEAMS, look for the Video Lessons on the left panel and open
2. At any point, if the video moves too fast, click pause and go back. You can also take notes and complete the sample problem, pausing when you need to.
3. Complete the assigned problems in your workbook.

**Turn in Problems to the CORRECT Assignment link**

1. From a computer: General > Tabs across the top: Assignment
2. From a phone: General > More > Assignments
3. Take a photo of each problem (might have to take more than one photo if it goes onto 2 pages) and upload to the CORRECT assignment.

**Make a Discussion Board POST in Teams**

1. One the left side of your Team, click Discussion Board.
2. Post: What do you miss most about school and why? It can be people, events, feelings, schedule, etc. Think outside the box. Friends –obviously, but what simple things that you use to take for granted feel important now? At least a couple sentences.
3. REPLY to ONE of your classmates –give helpful feedback, suggestions, relate to their feelings. At least a couple sentences.